

Executive Administrative Assistant 2 State of Tennessee

Department of Human Resources, Strategic Learning Solutions Division

The mission of the Tennessee Department of Human Resources (DOHR) is to provide strategic human resources leadership and partner with customers for innovative solutions. DOHR is seeking to fill the position of Executive Administrative Assistant 2. This position is stationed in Nashville in the Division of Strategic Learning Solutions.

Responsibilities

- Serve as Executive Assistant to the Assistant Commissioner and State Chief Learning Officer; represents the Office of the CLO to external customers and the state enterprise
- Coordinate meetings and appointments; prepare agendas and schedule travel plans for internal and off-site meetings
- Prepare correspondence, presentations and reports with minimal guidance using word processing, power point and graphics software.
- Take notes at Divisional meetings, committee meetings, and council meetings; transcribe notes and distribute to meeting participants and maintain accurate records of each entity.
- Assist with tasks related to the Office of the Chief Learning Officer, including working with agency leaders on strategic projects and office administration.
- Coordinate and manage all travel arrangements including airline and hotel reservations, ground transportation arrangements, meeting arrangements, and expense reports
- Handle sensitive and critical information confidentially ensuring that it is not shared beyond its intended audience
- Open all mail and distribute and/or respond to inquiries and invitations
- Record time and all leave requests and maintain accurate time keeping logs and records
- Greet visitors, answer and direct phone calls, sort mail, order supplies, and maintain email log and follow up records
- Participate on projects or teams as assigned

Skills and Knowledge Required

- Demonstrated ability to work in a team setting
- Excellent verbal and written communication skills
- Meticulous attention to detail
- Upbeat, positive, outgoing, personable and able to relate well with diverse populations and age groups
- Thorough working knowledge of Microsoft Office suite of products
- Professional attitude and considerable tact, persuasion and judgment in interactions with internal and external constituents
- Ability to deal with ambiguity, flexible, and willingness to get the job done – no matter what the obstacle.
- Willingness to rapidly learn new skills when the situation demands it
- Ability to take initiative, multi-task and work well under pressure
- Ability to work in a fast paced, comfortable operating in an ever changing work environment
- Resourceful and resilient
- Comfortable receiving feedback and operates from a continuous improvement mindset

Education and Experience:

- Bachelor's degree in a business or administration related field, preferred
- 3-5 years of related experience of executive level support, is required

- Must be proficient in Microsoft Office and basic office equipment such as a computer, printer, fax machine, adding machine, copier, and scanner.
- Highly-developed interpersonal skills with the capacity to cooperate and build constructive relationships at all levels of interaction, both internal and external.

All interested candidates should submit a resume to: Kimberly.Mantlo@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.